

# THE CASTLE PARTNERSHIP TRUST

Executive Headteacher: Sarah Watson



**The Castle Partnership Trust**  
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## THE CASTLE SCHOOL

Second in English Faculty

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# THE CASTLE SCHOOL

## SECOND IN ENGLISH FACULTY

<b>Responsible for:</b>	Working alongside the Faculty Leader for English to lead the English Faculty.
<b>Responsible to:</b>	Faculty Leader for English
<b>Disclosure Level:</b>	Enhanced
<b>Liaising with:</b>	Strategic Leadership Team, the faculty, other middle leaders, teaching support staff, external agencies, organisations, individuals, parents.
<b>Working Time:</b>	195 days per year.
<b>Terms of employment:</b>	Permanent.
<b>Post :</b>	Second in English Faculty
<b>Salary Scale:</b>	TMS/UPS + TLR 2b

### **Faculty Leadership**

To support the Faculty Leader, and deputise where appropriate, to lead through high challenge and high support of colleagues within the Faculty so that every child achieves, belongs and participates. Building an effective team to raise attainment and implement appropriate change. The successful candidate will work with the Faculty Leader to:

- Carry out those responsibilities defined by statute with specific reference to the Core Professional Standards, the conditions of Employment of Teachers in the DfE (DCSF) publication 'School Teachers Pay and Conditions,' in order to provide a full and rich learning experience and support for students.
- To follow and implement the school's policies, and to ensure members of the team do likewise.
- To actively promote equality of opportunity to provide the best possible education for all students, taking into account ethnicity, gender, special-educational needs, English as an additional language, disability and emotional needs that may affect learning.
- Ensure that the health and safety of all students and staff is promoted and maintained to a high standard at all times in accordance with the school's relevant policies and procedures.
- To ensure that every child participates in enrichment.
- To support with leading, evaluating and developing a staff team, attend regular meetings including the Strategy meeting (Heads of Faculty) and provide a major input into whole school issues.
- To contribute to the School Improvement Plan and promote innovation within the Faculty. As part of the contribution to the School Improvement Plan, to

plan and ensure activities including beyond the classroom that will achieve the aims of the Plan. To develop and review regularly a Faculty plan which sets out the way the faculty will implement the School Improvement Plan.

- To develop and enhance the teaching practice of others and to ensure that every lesson is at least Good, taking action where it is not and supporting and coaching other staff to outstanding and challenging underperformance in a way that is rigorous and fair.
- To ensure that students make progress in line with our expectations. (4 levels progress, and 5 levels for the highest ability students)
- To liaise with primary schools to ensure that pupils have a solid understanding and knowledge on transfer to secondary.
- To deploy staff from within the Faculty in consultation with the Head and Deputy/ Assistant HT so that all specialisms are covered and compliment each other.

### **Promoting Achievement across the Faculty**

In association with the Subject Leader:

- To be accountable for student progress and development within English and overall in the Faculty.
- To ensure excellence in all aspects of literacy, including the development of literacy across the school,
- To ensure the provision of an appropriately broad, balanced, and relevant and differentiated curriculum for students in each subject, in accordance with the aims of the school and the curricular policies as determined by the governing body and the Head Teacher.
- To track achievement of all groups and ensure progress is in line with our expectations.
- To be responsible for whole school English extra-curricular provision.
- To communicate and cooperate with individuals or bodies outside of school.
- To effectively manage and deploy teaching / support staff, financial and physical resources within the Faculty to support the designated curriculum portfolio.
- To demonstrate outstanding classroom practice and innovation and to assure and ensure that every lesson in the Faculty is at least Good.
- To ensure consistency and shared good practice across the separate subject disciplines, and to ensure that the English team compliment and reinforce skills and content in each others' areas.
- To mark and assess work regularly and to manage the faculty's quality assurance procedures, including work scrutiny and monitoring of marking and feedback.
- To monitor student progress and set targets to ensure expected progress is achieved
- To listen to students' views and take account of this when planning, reviewing practice in the light of student views.

### **Leading Learning and Teaching**

- To make a positive contribution to the implementation of the School Improvement Plan

- To take responsibility for the effective management of the resources, schemes of work, etc. ensuring that there are schemes of work for each area, and that these support and promote outstanding teaching and learning, that they are differentiated and regularly reviewed in the light of student input.
- To ensure that every lesson within the area is at least Good, and to challenge and address underperformance in a rigorous and fair way
- To help plan effective CPD for all colleagues.
- To help run regular meetings that focus on teaching and learning and give opportunities for CPD in every meeting, as the School expects and models.

#### **Core job functions: Personal Responsibility**

- To implement, adhere to and promote all school policies including those relating to Race Equality, Equal Opportunities and Health and Safety.
- To attend training and meetings as necessary and cascade any relevant information to relevant staff and stakeholders as appropriate.
- Be an excellent role model for all members of staff and for students in all aspects of school life.
- To be an exemplar of all school policies and practices. In conjunction with the Business Manager and Premises Manager, ensure risk assessments throughout the Faculty meet national guidelines and are updated as appropriate.
- To play a full part in the life of the school community, support its ethos and encourage staff and students to follow this example. To offer guidance and support to colleagues.
- To support the school in meeting all its legal requirements.
- To continue personal development as agreed.

#### **Core job functions: Teaching and Learning**

- To undertake an appropriate programme of teaching in accordance with the duties of a Main Pay Scale / Upper Pay Spine teacher.
- To deliver lessons that are at least Good.
- In order to lead the Faculty in Teaching and Learning, your lessons must never be less than Good.

#### **Core job functions: Operational / Strategic Planning**

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies assessment, teaching and learning strategies in the Faculty.
- The day-to-day management, control and operation of course provision within the Faculty, including effective deployment of staff and physical resources.
- To actively monitor, follow up on and evaluate student attainment and progress.
- To actively monitor, evaluate and intervene in teacher performance, supporting and coaching colleagues to ensure every lesson is good, and challenging, monitoring and intervening according to all guidelines where there is underperformance.
- To meet the standards for Middle Leaders

#### **Specific Responsibilities:**

To be established following consultation with the postholder.

This job description is current at the date shown, but, in consultation, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.

It is an important feature that the post holder should be a positive, professional role model. It is equally important that the Second in Faculty is able to identify his/her own personal and professional development needs and be able to set and achieve his/her own professional objectives within a supportive school environment.

Each individual task may not have been identified and outlined within the main duties and responsibilities above. It would be expected that a Second in Faculty would carry out any reasonable request made to undertake work of a similar level that is not specified in this job description.

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.**